

Draft 08/10/2014

Exeter Fire District

(August 7, 2014)

Call to Order

Chairman Scott Kettelle called the August 7th meeting of the Exeter Fire District to order at 7:07pm. Commissioners Scott Kettelle, Patricia Whitford, Andrew Slater, Larry Aker and Bill Nievera were present. District treasurer Pauline MacDonald, EMS Chief Tom Lawrence as well as solicitor Peter Ruggiero were also present. There were 4 members of the public in attendance.

Public Comment

Ms. Caito reported that she had suffered an e-mail malfunction and has requested that everyone send her an e-mail so that she could rebuild her address book.

Treasurer's Report

Ms. MacDonald reported that the beginning balance in the district accounts was \$326,636.46 as of 06/25. Activity within the accounts brings the balance to \$297,852.71 as of 07/25. Ms. Whitford moved (Mr. Nievera second) accepting the report of the treasurer. The motion carried unanimously. Mr. Nievera has compared the report of the treasurer with the bank statement and is satisfied with its accuracy.

Approval of Minutes

Ms. Whitford moved (Mr. Aker second) accepting the minutes of the 07/10/2014 meeting. The motion carried unanimously. Mr. Nievera will re-circulate the approved minutes and file them with the Secty. of State at his earliest convenience.

Communications

Mr. Nievera reported that all operational mail has been given to the treasurer for her action. He also reported having received two vehicle titles that were given to Chief Lawrence, an invoice from VFIS that was given to Mr. Kettelle, an invoice from BXBS that was given to Mr. Rooney and a request for financial information that was forwarded to Mr. D'Orsi for his action. Additionally, the Dept. of Taxation has requested information about our employees that will enable them to ensure the proper payment of state income taxes next year. Mr. Nievera and Chief Lawrence were able to file that info with the Dept. of Taxation.

Old Business

Mr. Kettelle read the report of the Chief (Lawrence). He then reported that there was nothing new to report on the loans. We have finished with the legislative requirements for the EMS division.

Chief Lawrence reported that we still have the 90 day temporary license and that there is no reason for us not to have our permanent license. He will stay on top of this issue.

The VFIS insurance policies are in effect and the confusion over the payments is nearly at an end.

Mr. Rooney has completed the employee handbook and it will be e-mailed to all commissioners in the near future.

Mr. Slater reported that R-2 and R-3 are operational and in service. R-1 has been returned to Flood Ford for repairs.

Chief Lawrence estimates that he will be ready to assimilate volunteers into the organization within a month or two. They will be utilized as a third person on the rescue unit or driver, as needed.

Mr. Nievera has drafted a consent agenda for Mr. Kettelle to sign. It will be sent to Mr. D'Orsi after it has been re-worded to include invoices up to \$2,500.00. Mr. Aker moved (Ms. Whitford second) authoring a consent agenda with a maximum amount of \$2,500.00. The motion carried unanimously. The draft consent agenda was given to Mr. Ruggiero.

Ms. Caito needs to know how bills will be handled during the transition period. After a short discussion it was decided that any invoice received for services during June or prior will be paid by Ms. Caito. Bills for services from July 1st or after will be paid by the new rescue service.

Our collector has requested uncompensated time off (09/10/14). This will require the closing of the office. The office will be so signed. There were no objections.

Info on abatements was not available. It will be next month.

Mr. Nievera reported that it has been extremely busy (as would be expected during the Q1 tax collection period). The collector is in the office almost on a daily basis. She currently has a backlog of about 300 pieces of mail left yet to post. The collector has noticed a higher number of tax payers paying their entire bill in Q1 than in past years.

Mr. Nievera brought up the subject of the stipend for the treasurer. After a short discussion Mr. Nievera moved (Mr. Aker second) paying the amount of \$520.00 for the past year. Mr. Kettelle will authorize that amount in writing for Ms. MacDonald.

Mr. Nievera notified the other commissioners that he had invited Ms. McMahon to attend the October meeting to give her argument for resisting the requesting of MLCs. She also wishes to charge interest/penalty differently than we do currently.

Mr. Nievera stated that we mailed out approximately 2,800 tax bills. Fewer than 40 were returned due to a system that our collector uses to modify addresses on properties sold.

Mr. Kettelle announced that he is looking for a commissioner to step forward to act in the capacity of a “purchasing agent” to insure that the board comply with state regulations.

New Business

Chief Chamberlain reported that he had received a grant in the amount of \$1,000. And that three fire fighters and himself had traveled to Baltimore, MD to take several classes relating to fire fighting.

Mr. Kettelle announced that Mr. Gary Fague will be returning to work as the lead dispatcher after being out for an extended illness.

Ms. MacDonald gave the breakdown of insurance costs for the fire district admin and the EMS division. Her figures are:

The total allocation for the Fire District Admin insurance for 14-15 is \$2,700.00

The total allocation for the Fire District EMS insurance for 14-15 is \$42,000.00.

The percentage for Admin is .06% of the total of \$24,302 which is \$1,458.12.

The percentage for EMS is .94% of the total of \$24,302 which is \$22,843.88.

This includes the current bill of \$95.00 which will be paid tomorrow.

The charges for 13-14 will now be \$1452.42 for Admin and \$22,754.58 for EMS.

The charges for 14-15 will now be \$5.70 for Admin and \$89.30 for EMS.

I need to split the charges in two fiscal years as the \$22,207 was paid in 13-14 and

\$95. 00 will be paid in 14-15.

Mr. Kettelle gave the corporate seal to the clerk, Mr. Nievera.

Mr. Kettelle read a list of Exeter Rescue Corps bills that are to be paid. The sum total was \$5,514.12. Ms. Whitford moved (Mr. Aker second) paying the aforementioned bills. The motion carried unanimously.

Next Meeting

The next scheduled meeting of the Exeter Fire District Board of Commissioners will be held on September 11, 2014. The meeting will be held in the program room of the Exeter Public Library and will begin at 7:00pm.

Additionally, there will be a work session to discuss the capital requirements of the organizations within the fire district. That meeting will be held on September 18th in the meeting room of the EVFC #2 on Nooseneck Hill Rd. The meeting will begin at 7:00pm.

Adjournment

Mr. Aker moved (Mr. Nievera second) adjournment at 9:04pm. The motion carried unanimously.

Respectfully Submitted,

**Bill Nievera, Clerk
Exeter Fire District**